



Attendance

The Education and Children's Services Act 2019 requires that children must be enrolled in a school or approved learning program from the age of 6 years until they turn 17 years of age.

The Education and Children's Services Act 2019 also requires that a child must either:

- attend the school at which they are enrolled on every day the school is open and at all school activities the school requires the child to attend
- participate in the approved learning program in which they are enrolled.

Brompton Primary School Responsibilities and Rationale

Schools promote the importance of attendance and manage the complex nature of student absences every day. Brompton Primary School is aiming to reach the Department for Education's target attendance rates of 90% or more.

It is expected that children will:

- attend school every day
- be punctual in arriving at school
- participate appropriately in school and learning programs

Continuity of relationships and learning in an educational program is dependent on attendance. Early identification of and intervention in poor attendance is known to improve student learning outcomes.

Action

The Attendance Directorate functions (educators, policy, and procedure advice) were combined with the Social Work Duty Line, now called Attendance Social Work Consultation. **The Attendance Hub is now the contact portal for all attendance-related matters.** (May 2025)

LEADERSHIP optimise the attendance of all children and young people by making sure:

- all school staff are aware of their responsibilities in relation to the attendance of children and young people.
- to provide parents with information on expectations for student attendance.
- to identify a school contact person that parents can contact if they have any concerns.
- to work collaboratively with students, families, staff and the school community to develop and implement and support the school attendance improvement plan.
- information about the attendance improvement plan is communicated and easily accessible by staff, children, families and members of the public, especially vulnerable populations (including Aboriginal people, people from culturally and linguistically diverse backgrounds, people with disabilities and students in care).
- student attendance is monitored to identify habitual and chronic non-attenders so the provision of early, timely and appropriate supports can be put in place.
- to engage families positively by providing opportunities to discuss the barriers to attendance for their children.
- procedures, including parent notification and home visits, are in place to follow up non attendance responses and ensure interventions are documented.
- attendance records are maintained in EDSAS (EMS from December 2025).
- reports on attendance are provided through the department's formal reporting cycles.
- they remain engaged with the child or young person and their family before, during and after any contact with the Attendance Hub, Attendance Social Work Consultation team and any interventions undertaken with Student Support Services.

Leadership optimise the attendance of all children and young people by making sure *continued:*

- a student with an injury or health condition preventing engagement in some school activities should attend school if reasonable adjustments can be made to support their participation. Students should not miss school when they are well enough to go to lessons.
- a child or young person is not be excluded from school activities because they require health support or because staff are uncomfortable or unqualified to provide support or aid.
- to promote attendance and positive engagement with learning regardless of the health needs of a child or young person. Students are not expected to attend school when they are not well enough to do so, whether this is because of short term, long-term or recurring illness.
- to involve students in problem-solving and planning.
- data is analysed to inform strategies and the review of local procedures that support attendance improvement.
- to use department data systems to assess absences, student circumstances and the need for follow up.
- to monitor student attendance and engagement across the site. Ensure habitual non-attendance is addressed.
- document all communication or attempts to communicate with parents.
- to undertake purposeful and safe home visits where there has been:
 - no response to communications from the school, or
 - a response that is unsatisfactory in providing confidence about the child's safety and wellbeing, or
 - a response that does not provide certainty of the student's return to school at the earliest practicable time.
- staff are supported to identify barriers to attendance.
- to send home the student Attendance Report each term.
- a home visit by school staff is undertaken where the student meets the criteria for chronic non-attendance and:
 - the parent has not agreed to meet with the school within a reasonable time frame, or
 - there has been no response to communications from the school within a reasonable time frame or
 - a response has been provided that is unsatisfactory in providing confidence about the child's safety and wellbeing or
 - a response has been provided that does not provide certainty of the student's return to school at the earliest practicable time.
- mandatory notifications to the child abuse report line (CARL) are made by staff as required by the Children and Young People (Safety) Act 2017, for concerns regarding:
 - a parent's refusal to send the child to school or engage with any other education options available (including Open Access College or home schooling).
 - refusal of offers of support or attempts to help the family to overcome barriers to attendance.
 - a family having disengaged.
 - the child's education being seriously interrupted by patterns of non-attendance that are enduring or ongoing in nature (noting that an enduring pattern does not require extended consecutive absence) as defined by the Department for Child Protection (DCP) in the mandatory reporting guide.

Action	TEACHERS and SCHOOL STAFF Brompton Primary Schools uses EDSAS to record attendance (EMS at the end of 2025). • Support departmental requirements and locally developed and agreed upon attendance improvement processes for the school. • Work collaboratively with students, families, school leadership and government agencies to support the school's Attendance Improvement Plan. • Provide a relevant and dynamic learning program and environment that seeks to engage all children and young people and offers opportunity for success, thus encouraging regular attendance. • Record non-attendance according to departmental requirements. It is a legal requirement that schools monitor, and accurately record data, about student's participation in education programs. This data provides information about student welfare and achievement and is used to inform educational resourcing. <i>The use of codes is essential to provide information about the reasons for non-attendance. It is important that information is recorded with accuracy.</i> • Contribute to the analysis of attendance trends and the development of attendance improvement plans. • Implement attendance improvement plans. • Implement procedures, including parent communication, to follow up non-attendance. • Work with parents and government and non-government agencies to support children and young people's regular attendance in the education program. • Make mandatory notifications as required by the Children and Young People (Safety) Act 2017 and document and store as per departmental procedures. • Staff are responsible for supporting regular student attendance by: ➢ Ensuring contact with parent is made within 3 days where a student absence is unexplained. ➢ Keeping records of all communications with parents/caregivers in relation to student attendance. ➢ Advising the leadership team of any ongoing concerns regarding attendance or engagement.
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Action	CHILDREN AND YOUNG PEOPLE Children and young people enrolled in a school have responsibility for their attendance. The level of responsibility will be determined by the individual circumstances of the child. It is expected that children and young people will: • attend school or an approved learning program on every day the program is offered • be punctual in arriving at school or the approved learning program and for all associated lessons and activities • participate appropriately in school and approved learning program activities.
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Action	PARENTS / CAREGIVERS and FAMILIES Parents / Caregivers are legally responsible for the attendance of children in their care. It is their responsibility to: • enrol their child or young person in a school or approved learning program • provide information to the school that may help planning for the child's learning, for example medical conditions, developmental milestones and family complexities • ensure their child attends punctually on every day the education program is offered and to comply with the education program being offered. Support your child to arrive at school between 8.30am and 8.50am and stay until end of day at 3.00pm.
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	• provide an explanation to the school as early as possible, whenever their child is absent. Ensure your child attends school every day unless there is a valid reason for absence, for example: ➤ the student is too sick to leave the house or has an infectious disease like chicken pox, mumps or measles. ➤ the student has an injury preventing movement around school. • provide the Principal with any genuine and acceptable reason preventing the student's attendance. ➤ where appropriate, apply for an exemption when they wish to take their child out of school, such as for a family holiday (3 days or more) by completing an application form (ED175) which is generated by the school. • work with the school on intervention strategies to improve attendance. • ensure children who arrive late (after 8.50am) at school go to the front office and advise staff of their arrival. • ensure children who leave school early are 'signed out' at the front office by the parent/caregiver. • contact school staff if a student refuses to attend school. • participate in meetings to address attendance or lateness concerns, as required. • develop a health plan to support their child's health and learning needs where the illness may impact schooling over a period of time.
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Related Items	DfE attendance policy, procedure and resources DfE attendance – responsibility, roles and resources quick reference guide Home Visits - protocols EDSAS Roll Class Absence Sheets Request for explanation of absence letter Generic lateness letter EDSAS generated Application for Exemption from School Attendance
Review	as per DfE policy and procedure update – April 2025 Term 2 2026
Governing Council ratified 11/08/2022 Governing Council ratified	